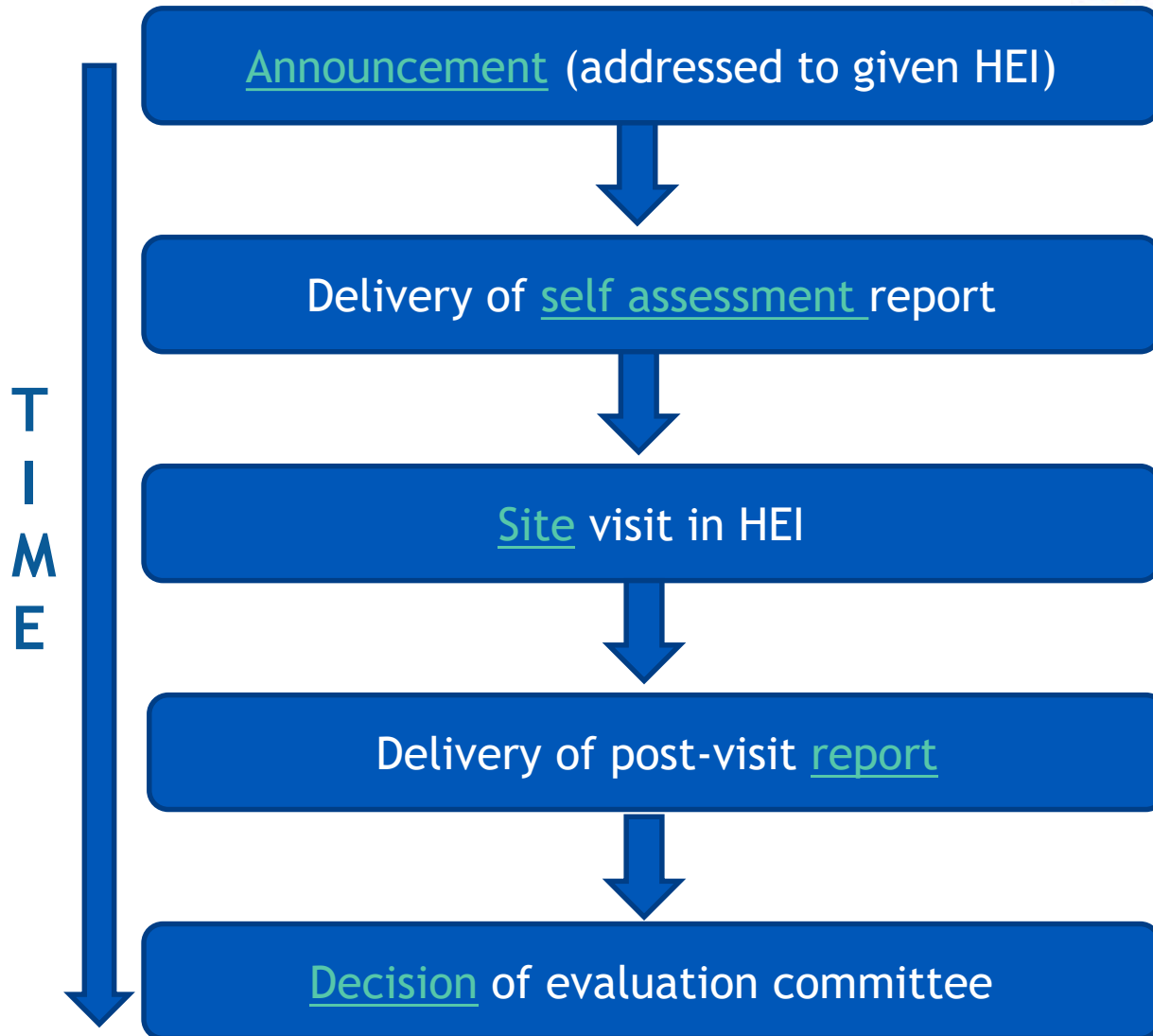# QUALITY ASSURANCE SYSTEM

ACREDIDATION PROCEDURE

M7 Meeting, Kyiv February/March 27-3, 2017

TIMELINE

Announcement (addressed to given HEI)

↓

Delivery of self assessment report

↓

Site visit in HEI

↓

Delivery of post-visit report

↓

Decision of evaluation committee

TIME

Announcement of start accreditation procedure

Preconditions:

- Accreditation body is established (legal base) and ready to serve.

- There exists approved list of criteria (indicators and it's target values) which are necessary and sufficient to pass accreditation.

- There exists template of self-assessment report (approved).

Self-assessment report

The content (example):

- Indicators,
- Descriptive part,
- Information about internal quality assurance system (descriptive),
- Description of study **programme***
- Syllabuses of courses,
- Non-curriculum activity,
- Supporting **documents**.
- **….**

Types of accreditation

- **Institutional accreditation**

  Set of programmes (curriculum) for University/Faculty/Department/Unit

- **Programme accreditation**

  Given curriculum for selected programme (under accreditation).

Supporting documents

- Minutes of Senate/Faculty Board/Council meetings,
- Abstracts of appropriate Rector/Dean orders,
- Analytical reports (questionnaires, surveys, evaluation of staff…),
- Descriptions of curriculum*
- Key persons involvement and their achievements,
- ….

Template of self-assessment report

The typical composition of template:
1) **Formal** part. Informative description. Registration. Ownership. Legal base (decision of appropriate Ministry, authorities etc.).
2) **Technical** (quantitative) part. List of indicators.
3) **Descriptive** (qualitative) part.

Technical part. List of indicators (examples):
1) Number of students per one professor/lectures/academic teacher
2) Number of full professors in field (social science, science, engineering etc.)
3) Share of elective courses in curriculum,
4) Workload of students,
5) Number of class hours,
6) Number of laboratories,
7) Share of project work,
8) Number of credits per elective modules,
9) ....

Self-assessment report. Qualitative part.

Composition of qualitative part (example):
1) Existence of internal QA system (Y/N),
2) Goodness of fit of the internal QA system and accreditation requirements (Y/N)
3) Compliance of given LEARNING OUTCOMES to National Qualification Framework (Y/N)
4) Quality policy inside institution, does exist (Y/N),
5) The legal base of internal QA system including Rector/Senate/Dean/Faculty board orders. Appropriate (Y/N),
6) Compliance of given QA system to list of standards ESG2015:
   - Standard 1.1 (Y/N)
   - Standard 1.2 (Y/N)
   - ….
   - Standard 1.9 (Y/N)
7) etc.

Template of self-assessment report

No	Description of Indicator	Value	Target value /sufficient value
1	Number of students per academic teacher		14
2	Number of international range publications per Faculty/Department per key members of staff		5
3	Appropriate access to the handbooks for students.		Yes
4	Appropriate internal quality assurance system.		Yes
5	Adequate tools and mechanisms for support teaching processes.		Yes

Internal QA system

No	Description of Indicator	Value	Target value /sufficient value
1	Internal questionnaires for students (evaluation of classes, lectures, labs …)		Yes
2	Number of surveys per student' cohort (study programme)		5
3	Outcomes of surveys, implemented mechanisms.		Yes
4	Regular questionnaires for graduates.		Yes
5	Impact of surveys for graduates.		Yes
6	Periodical evaluation of academic teachers by institution		Yes

Periodic evaluation of teachers

No	Description of Indicator	Value	Target value /sufficient value
1	Number of publications in field per person		2
2	Internal evaluation procedure involvement of stakeholders		Yes
3	Number of prepared handbooks and its availability (digital)		10
4	Availability of teaching, supporting materials on web-pages of HEI		50%
5	Impact of survey (graduates, students) mechanism on teachers evaluation		Yes
6	Promotion to higher position, existence of criteria		Yes

Content (example):

- Involvement of employers, mechanism.
- Internships, procedures, supervision.
- Employability of graduates.
- Achievements of faculty/department
- /discipline unit.
- Non curriculum activity of students, Staff involvement.
- Student involvement.
- ....

Site Visit

Accreditation TEAM.

Purpose of site visit:

To prepare post visit (evaluation) report.

Evaluation report:

- Public part
- Confidential part (at disposal of Accreditation committee)

Accreditation Team

Accreditation team, members:
- Members of accreditation body.
- Experts in field (appointed by accreditation body).
- Representatives of employers (chamber of commerce, union of lawyers, chamber of electrical engineers etc.).
- Representatives of students (student union, association etc.).
- Representatives of PhD students.

The agenda of site visit

Example (duration 2-3 days):

- Meeting with HEI authorities,
- Meeting with academic teachers, staff,
- Meeting with students,
- Meeting with local employers,
- Meeting with faculty/department council,
- Meeting with PhD students*,
- Meeting with student' self government
- Final meeting with HEI authorities, preliminary summary of the visit, general impression.

Investigation. Site visit.

Inspections (on demand) additional supporting documents:

- ✓ Student' record book (randomly selected),
- ✓ Questionnaire – source materials,
- ✓ Minutes from Diploma Defence meeting,
- ✓ Minutes from meeting with employers (if mentioned in self assessment report),
- ✓ Student' complain protocol (if mentioned in description of internal QA system).

Schedule. Inspections.

- ✔ Availability of general information about schedule of activities,

- ✔ Inspections during selected activities,

- ✔ Compliance testing with syllabus/learning outcomes etc.

- ✔ Qualifications of lecturer/teacher/trainer.

- ✔ Information system for students.

Internal QA system

- ✓ Inspection based on additional supporting documents (protocols, minutes etc.) about QA,

- ✓ Inspections on mechanism of impact of student' evaluation,

- ✓ Collection of student' opinion (interview)

- ✓ Collection of employers opinion (interview)

- ✓ Collection of staff opinion (interview)

Post visit report

Summary meeting of Accreditation Team

Information (preliminary) to the authorities of HEI

Preparation of report

Recommendations for approving committee of Accreditation Agency

Final decision

Delivery of post visit report to Accreditation Committee.

Voting of all/pre-selected (from specific field) experts of Accreditation Committee.

DECISION.

Pilot implementation soon ...

Compliance with ESG2015

APPROVED

- Sufficient
- Below Standard,
- Standard
- Above Standard
- Excellent

Thank You for Attention ...